

**Roxbury Community College**  
**Board of Trustees**  
*Gerald Chertavian, Chair*  
**Meeting Minutes**  
*Feb 27, 2018*

**Board of Trustees Members:**

**Present:** Gerald Chertavian; Mark Culliton; Amanda Fernandez; Israul Marrero; Betty Francisco; Jeff Greenberg; Josiane Martinez; Chrystal Kornegay

**Absent:** Sheriff Tompkins; Remmianna Hearn; Amanda Schaefer

**Others Present:**

Valerie Roberson, *President*; Cecile Regner, *Vice President*; Kevin Hepner, *Vice President*; Lorita Williams, *Vice President*; Patricia West, *HR Chief/Officer*

**I. Call to Order:**

Chairman Chertavian called the meeting to order at 6:29 PM.

**II. Approval of Minutes: November 14, 2017**

By a motion of Trustee Greenberg and second by Trustee Fernandez, the minutes were approved.

**III. Guests**

The Chairman recognized and welcomed Matthew Noyes, the new board liaison of the Department of Higher Education. Mr. Noyes offered remarks from his office and Commissioner Santiago. He pledged to be a resource for the College and Trustees.

**IV. Public Comment**

Said Ahmed of United Somali Youth addressed the Board to express concerns regarding potential partnerships with the College. He stated he had met with Vice President Williams and President Roberson but neither had followed up with him. He would like to host athletic events at the College and stated that RCC students are not allowed in the Reggie Lewis Center. He further claimed that Year Up is given free space and is prioritized over the community.

President Roberson responded that Year Up does not receive free space and is charged for the spaces on campus that they utilize. Furthermore, Year Up students are RCC students.

Leah Christie spoke on behalf of the Sensational Seniors of the Reggie Lewis Center. She claimed her group had not received any responses to numerous letters submitted. She also requested that the Reggie be open every day, including state holidays. She commented that access to the elevator has been sporadic, and center temperatures have been too hot or too cold. Finally they'd like the

College's support for restoring a crosswalk across Malcolm X Blvd in the vicinity of the bus stop. She asked that the Board respond to their requests in writing.

Keith McDermott spoke to the Board regarding the former RCC athletic director and her separation from the school. He stated that he was approached by several members of the Sensational Seniors to speak on this matter. He informed the College of the athletic director's qualifications and stated he didn't think this was an appropriate way to treat people. Mr. McDermott submitted written comments.

Heywood Fennell stated that the College, in his opinion, has not reached its full potential and the President needs some help. He said the College needed to engage with the community more to lift everyone's spirits. He wanted to know why the College did not have a veterans or re-entry program. He wanted more opportunities for young people.

Fitzgerald Cummings informed the Board he has been a member at the Reggie Lewis Center for 20 years. He spoke on the need for new exercise equipment in the Reggie Lewis weight room. He spoke on the dilapidated state of the weight room and the delay in securing new equipment. He stated he was told the new equipment was on its way back in 2014, but wanted to know why it had not been delivered. He said he had spoken with Vice President Williams and was told the funding had been allocated.

Chairman Chertavian promised Mr. Cummings the College would respond to his concerns directly.

Sadiki Kambon began by stating he was the voice of the community. He spoke on his feeling that the College was not performing at the same academic level as its peer institutions. He specifically cited the belly dancing class offered by the College and advertised to the public. He also spoke on the past crises the College has experienced and stated there has never been a worse administration than the current one. He claimed the community and faculty feared reprisal. He also cited a packet of information he received that claimed that black staff were being replaced with less qualified white staff. He stated that this was inexcusable. He asked the Board to do its job.

## **V. Committee Reports**

### **Human Resources (HR Director Patricia West)**

Director West introduced new employees who have joined the College since the November board meeting. She also presented the annual Human Resources report to the Board.

Chairman Chertavian asked to confirm that 70% of the individuals hired over the last two years were people of color.

Director West responded that it was 68%.

### **Administration & Finance (Vice President Hepner)**

Vice President Hepner began by introducing representatives from O'Connor & Drew to present a report on the College's A-133 audit.

Dave DiIulis from O'Connor & Drew informed the Board that the single audit report was completed, looking at compliance controls on campus. Staff turnover and Heightened Cash Management 2 status remain risk factors for the College. The report from this year lacked many of deficiencies from the previous report and only included 5 findings from a financial aid perspective. Many of these findings are beyond the College's control, such as HCM 2, and the previous year had as many as 11 findings in the same report. He also spoke on findings from last year that were corrected for this year. The report points to progress made by the financial aid office. His final summary was vast improvement by the College since they began auditing.

Trustee Francisco asked about the findings listed.

Mr. DiIulis responded that one was related to HCM 2 and the College would not be penalized. Another is a finding regarding national clearing house data shared by most other community colleges. He reiterated that over the last 8 to 10 years we've seen significant improvement.

Chairman Chertavian responded that he agrees the College has made significant improvement since he arrived 5 years ago.

A motion was brought before the Board for the approval of the A-133 audit report.

By a motion by Trustee Kornegay and seconded by Trustee Greenberg the A-133 resolution was unanimously approved.

Vice President Hepner referred the Board to the finance report for the first 6 months of the fiscal year. He noted that it appears we are running behind budget, but it is due to a delay by funding from the state legislature.

Trustee Culliton asked if any of the damage from the burst water pipes in January of this year had reached the finance report.

Vice President Hepner responded that some bills from the cleanup were coming due now, but that there were savings in other parts of the budget. The College applied for and received an emergency waiver from the Division of Capital Asset Management & Maintenance.

Finally, Vice President Hepner presented a resolution calling for an increase for campus fees for the next fiscal year. The fees were partly to cover the cost of consumable equipment used in labs and other courses. The fee changes were reviewed with students, faculty and staff.

Trustee Culliton remarked that he was concerned when he saw the increases but has been assured that even with the new fees the cost of attending RCC is still below the cost at other peer institutions and below the Pell amount given to students.

By a motion of Trustee Culliton and seconded by Trustee Fernandez, the fee increase resolution was unanimously approved.

Vice President also presented a fee change to reflect a change in how security details are handled by RCC public safety officers.

By a motion of Trustee Culliton and seconded by Trustee Francisco the fee increase resolution was unanimously approved.

**Institutional Advancement** (*Vice President Lorita Williams*)

President Roberson began by updating the Board on the status of the Reggie Lewis Center Advisory Committee. During public comment a concern was raised and as a result the administration is delaying a vote on the advisory committee to allow time for comment by Mayor Walsh's office. She said she hoped to have the proposal prepared by the April meeting of the Board.

She then moved on to the RCC Foundation Board. She detailed the many steps the College has taken to work with the Foundation and have a relationship beneficial to both groups. The Attorney General's office has also been assisting with mediating between both organizations. However, the Foundation's major point of contention was that they were formed before state laws governing community college foundations were written, therefore they are exempt from these requirements.

She reminded the Board that the College needs timely financial information from the Foundation to complete its own audit requirements and the Foundation has typically been late in providing this information.

She asked if Foundation Chairman Ronald Crawley would like to make any comments, but he had left the Board meeting earlier in the evening.

Trustee Culliton informed the Board that he spoke with Chairman Crawley yesterday and Mr. Crawley had informed the Trustee Culliton that he would be present to address the Board. In his absence Trustee Culliton informed the Board that it was Chairman Crawley's request the Board table this matter. Trustee Culliton responded that he thought it best to move forward with a new foundation and decertify the current foundation, allowing them to remain custodians of legacy funds they currently possess.

Trustee Marrero asked about the timeline after decertification takes place.

Trustee Culliton responded that the decertification was almost immediate and that the College would then establish a new foundation with the Boston Foundation acting as fiscal agent until the process is complete, which is usually a 6 month process.

By a motion of Trustee Culliton and second by Trustee Greenberg, the resolution decertifying the Roxbury Community College Foundation, Inc was unanimously approved.

## **Academic and Student Affairs (VP Cecile Regner)**

Vice President Regner began by introducing faculty member John McColgan to discuss curriculum innovation.

Professor McColgan described a new program focused on the delivery of remedial mathematics at the College. He described the current model where a student might be in a year and half of remedial math before being able to reach college level math courses. The program that RCC has adopted is a co-requisite model wherein the student takes extra time to master the skills required.

He explained that the data from Fall of 2010 to the Spring of 2015 showing success rates of 41% of students placed into college level math classes and a 32% pass rate. Under the new model, 100% of students take college level math with a pass rate of 63%. He stated he's not yet satisfied with 63% but acknowledged that it is an improvement. He explained that RCC is now a leader on this issue.

Chairman Chertavian stated he is very excited about this and thinks this model is more beneficial to students and moves the needle in the right direction.

Vice President Regner concluded her report by stating that the co-requisite model was being set up as a research project and she anticipated the findings would be published.

Further she reported on RCC's expanded effort to increase the amount of open educational resources (OER) available, at no charge, to students. She singled out RCC Librarian Bill Hoag for leading this effort and informed the Board that students save anywhere from \$115 to \$130 a semester using OER resources.

Lastly, the State Board of Nursing was on campus in early January for a yearly accreditation site visit. Of the eight items the College was asked to address last year, the visiting team confirmed all issues had been resolved. However, they cited three more additional concerns the College will now address. Two of the three have been resolved. In June, the College will have the opportunity to show the State Board that all concerns have been addressed.

## **VI. President's Report**

The President, in the interest of time and the need for Executive Session, declined to provide her report.

## **VII. Executive Session**

There was need to enter executive session. By a unanimous vote the Board entered into executive session. The time was 8:18 PM.

## **VIII. Adjourn**

**9: 01 PM**

## **Roxbury Community College**

Board of Trustees

February 27, 2018

### **RESOLUTION**

This resolution is for the acceptance of the Federal A-133 audited of the College for Fiscal Year 2017, from July 1, 2016 until June 30, 2017, as prepared by O'Conner & Drew.

#### ***WHERE AS,***

- The Board of Trustees appointed O'Conner & Drew as the College's audit firm; and
- The audit enables the College administration to identify areas of concern and to improve its financial operations; and
- Federal regulations require organizations that receive more than \$500,000 in federal financial support to engage an audit firm to conduct a compliance audit under standards described in Circular A-133 issued by the US office of Management and Budget; and
- The A-133 audit enables the Board to exercise its fiduciary responsibility to ensure the financial health and growth of the College.

#### **NOW THEREFORE,**

It is resolved by the Roxbury Community College Board of Trustees that the A-133 audit for Fiscal Year 2017 is accepted.

Approved – February 27, 2018

# **Roxbury Community College**

Board of Trustees

February 27, 2018

## **Resolution**

This resolution is for the adoption of an updated Fee Schedule to determine the fees charged for credit courses and programs offered by the college and for facility rentals and expenses associated with all events planned with external vendors, organizations, and individuals who wish to use Roxbury Community College for events, conferences, meetings and programs.

### **WHERE AS:**

- An annual review of fees are both appropriate and prudent to ensure compliance with all pertinent Commonwealth legislation and policies; and
- A comprehensive review of applicable fees has been presented for review to ensure that fee charges are appropriate for our students and external constituents; and
- An expanded College scheduling committee has been established and is responsible for evaluating all requests for space rentals and making recommendations to the President regarding events.

### **NOW THEREFORE,**

It is resolved by the Roxbury Community College Board of Trustees that the attached Fee Schedules shall be effective for all contracts entered into as of July 1, 2018 and for all course offerings beginning in the Fall of 2018. The President or her designee shall take the necessary steps to implement the fees as voted.

Approved February 27, 2018

## Roxbury Community College Facility and Rental Fees as of February 12, 2018

### Facility-Specific Fees:

#### **Reggie Lewis Track & Athletic Center**

Reggie Lewis Center – Daily Facility Rental: \$8,000.00 per 12 hours (additional hours after 12 billed @ hourly rates) plus event staff, security, and additional fees as required  
 Reggie Lewis Center – Half Day Facility Rental: \$4,000.00 per 6 hours (additional hours after 6 billed @ hourly rates) plus event staff, security, and additional fees as required

Entire Fieldhouse	\$250 per hour/2 hour min. plus event staff, security & additional fees
Infield Only	\$30 per court/2 hour min. plus event staff, security & additional fees
Gymnasium	\$125 per hour plus event staff, security & additional fees
RLTAC Room 211	\$25 per hour/2 hour min. plus event staff, security & additional fees
RLTAC Room 217	\$25 per hour/2 hour min. plus event staff, security & additional fees
RLTAC Room 214	\$30 per hour/2 hour min. plus event staff, security & additional fees
RLTAC Room 216	\$30 per hour/2 hour min. plus event staff, security & additional fees
RLTAC Room 218	\$30 per hour/2 hour min. plus event staff, security & additional fees
RLTAC Dance Studio	\$35 per hour/2 hour min. plus event staff, security & additional fees

#### MA High School League Meet Fees

3-4hrs High School League Meets:

- 3-6 teams \$ 600.00
- 7-9 teams \$ 900.00
- 10 or more teams \$1,100.00

1 Day/Weekend H.S. Championship/Invitational\* \$1,500.00

\*Utilities, Event Staff, Security, Custodians & other Operational needs are additional and billed @ hourly at market rate.

#### RLTAC Fieldhouse Banner Advertisements:

Platinum Level \$7,500 per year – 14'x7' banner  
 Gold Level \$5,000 per year – 12'x6' banner  
 Silver Level \$2,500 per 6 months – 12'x6' banner  
 Expo Space in Main Lobby \$1,000 per day

#### RLTAC Membership Fees

Day Pass	\$10.00 per day, per individual
Full-time College Student (Must be over 18 years old)	\$ 50 per Semester
General Membership	\$ 80/ 3 months \$150/ 6 months \$250/12 months
Senior Citizens (65 or older)	\$ 30/ 3 months \$ 60/ 6 months
Track Pass	\$120/Track Season (Nov. 15 <sup>th</sup> – April 15 <sup>th</sup> )

#### **Media Arts Center**

Media Arts Center - Daily Facility Rental: \$6,000.00 per 12 hours (additional hours after 12 billed @ hourly rates) plus event staff, security, and additional fees as required  
 Media Arts Center - Half Day Facility Rental: \$3,000.00 per 6 hours (additional hours after 6 billed @ hourly rates) plus event staff, security, and additional fees as required



Auditorium	\$300.00 per hour/4 hour minimum
Great Room	\$100 per hour
Resnikoff Gallery	\$75.00 per hour

**Classroom Space – Buildings 1-4:**

Roxbury Community College, Smart Classroom - \$50.00 per 4 hours

**Support Staff – All Buildings (College-Wide):**

Event Manager	\$30.00 per hour
Event Staff	\$25.00 per hour
Sound Technician	\$35.00 per hour
Lighting Technician	\$35.00 per hour
IT/AV Technician	\$50.00 per hour
Athletic Trainer:	\$40.00 per hour
Custodian	\$20.00 per hour

**Security Staff – All Buildings (College-Wide):**

Security Details	\$50.00 per hour (4 hour minimum)
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**Additional Event Fees – All Buildings:**

Utility Cost	\$60.00 per day
Lynx Timing System Operator	\$300.00 one day/\$400.00 per two days
Trash Removal	\$175.00 per event
Overhead Projector	\$30.00 per day
Portable Sound System	\$40.00 per day
Up to 4 microphones	\$20.00 per day
More than 4 microphones	\$45.00 per day
TV and DVD:	\$30.00 per day
Laptop	\$25.00 per event
Grand Piano	\$100.00 per event
Jumbotron Use:	\$80.00 per day
E-board Usage:	\$200.00 per week
Stage (@ Reggie):	\$50.00 per event – small stage \$100.00 per event – large stage
Specialty Lighting	Estimated per event
Clean Up Crew	Estimated per event
Grand Piano Tuning	Estimated per event
Symplex Technician	Estimated per event
Administrative Fee	3% of Grand Total of Full Fee Addendum

Other spaces on campus may be rented on a contractual basis, based on availability, at the rate of \$8 per square ft.

Parking is offered on a contractual basis, based on availability, at the rate of \$6 per space per day

*All college space rental fees may be adjusted or waived, as approved by the College President, based on the connection of the event to the mission of the College and the usefulness of the event to the RCC students and/or community. The College President may also assess special one-time fees as required, for sponsorship opportunities, partnership agreements or other non-regular business transactions.*

# **Roxbury Community College**

Board of Trustees

February 27, 2018

## **Resolution**

This resolution is for the adoption of a new security fee to be charged to external vendors, organizations, and individuals who wish to use Roxbury Community College for events, conferences, meetings and programs with an estimated attendance above 250 guests, or at any event where money is exchanged.

### ***WHERE AS:***

- An annual review of fees are both appropriate and prudent to ensure compliance with all pertinent Commonwealth legislation and policies; and
- A new security fee must be established and charged, to allow RCC to collect direct payment security, thereby allowing the College's union police officers the right-of-first refusal for all detail work; and,
- This new security fee is aligned with the Boston Police Department (BDP) detail rate and State Police detail rate.

### **NOW THEREFORE,**

It is resolved by the Roxbury Community College Board of Trustees that the new security fee shall be effective for all contracts entered into as of July 1, 2018. The President or her designee shall take the necessary steps to implement the Fees as voted.

Approved – February 27, 2018

**Roxbury Community College**

**New Security Fee**

Detail Officer

\$50.00 per hour (4-hour minimum)

**Roxbury Community College  
Board of Trustees**

**REQUEST FOR BOARD ACTION**

**BACKGROUND**

The Massachusetts Community Colleges' Foundations were established in accordance with M.G.L. Chapter 15A, Section 37. According to the law, a community college Foundation is "organized and operated exclusively for the benefit of an institution of public higher education" and is "certified by the board of trustees of the institution which it supports to be operating in a manner consistent with the goals and policies of the institution." A Foundation that is "not certified ... or where such certification has been revoked by the board of trustees of the institution which it supports, shall not use the name of such institution (i) for fundraising without written permission of the board of trustees of such institution, or (ii) in the name of such [Foundation]."

**PURPOSE**

The purpose of this motion is for the Board of Trustees of Roxbury Community College to revoke its certification of the Roxbury Community College Foundation, Inc., and to authorize the establishment of a new College Foundation.

**MOVED**

It is moved that the Roxbury Community College Board of Trustees revokes its certification of the Roxbury Community College Foundation, Inc., effective immediately. Upon the Board's revocation of its certification of the Roxbury Community College Foundation, Inc., the Foundation shall no longer be permitted to use the name of Roxbury Community College in any fundraising activities or in the Foundation's name. It is further moved that the College shall work with the Secretary of State to establish a new College Foundation in accordance with applicable law, including M.G.L. Chapter 15A, Section 37, which shall be certified by the Board of Trustees to be operated exclusively for the benefit of Roxbury Community College and in a manner consistent with the College's goals and policies.

Approved – February 27, 2018